

	<h1>Public Records Request</h1>	<i>(Office Use Only)</i>	
		Date Filed:	Estimate Date:
		Amount/Fee:	
		Receipt No:	Product Issuance Date:
Reviewer:			
<p>This is a request to review public documents or records of the City of Fairview pursuant to the Public Records Act. I understand that the documents or records requested may not be immediately available for my review and that I may need to make an appointment to review the documents of records, and that there is a cost for obtaining copies of documents or records. If research time is required, I understand I will be notified of the estimated cost prior to retrieving the documents or records. If I then choose to accept the proposed estimate, I will provide the City written confirmation to proceed with Public Records Request. I also understand that a deposit of \$32.00 must be paid in advance if the research is anticipated to take longer than 15 minutes.</p>			
<p>Request - The documents/ records for review or have copied include (be specific):</p>			
<p>Site Map & Tax Lot + Address:</p>			
Applicant Name:		Phone Number:	
Mailing Address:		Fax Number:	
City/State/Zip:		Email Address:	
Business Name/Affiliation:		Phone Number:	
		Email Address:	
<p>I AGREE TO REIMBURSE THE CITY OF FAIRVIEW FOR ALL APPLICABLE EXPENSES:</p>			
<p>Applicant Signature(s) & Date:</p>			
1.			
2.			
<p>Office Use Only:</p>			
No. of addresses requested:		Applicable Files:	
No. Copies @ .25/page:		\$	
Mailing # @ 2016 rate:		\$	
Est. Hours @ \$32/ hr ¹ :		\$	
Total Fee – (Note a \$32.00 deposit and minimum required):		\$	
<p>Approved:</p>			
<p>(City Administrator or designee)</p>			

¹ If the City Attorney reviews the documents, their hourly charge (currently \$165.00/hour) will be added to any amount due.